NAME: FURNITURE SECTOR DEVELOPMENT SOCIETY IN DAMIETTA

TRAINING DATES 15 - 17 APRIL, 2016

COACHING DATES: 7-8 MAY, 2016

I. Basic Data:

Address: Damietta, Governorate premises (temporary with a newly rented premises under refurbishment), City of Damietta

Legal Status: Non-governmental society established under Law # 84, 2002 established under # 316 for 2003

Areas of work: Economic Development - Social Development and Environmental protection. The main purpose of the society is to provide vocational services for furniture producers

Geographical Area of Activity: Damietta Governorate

Management Premises: Currently the society is housed within a rented premises within a building of one of the board members

Number of founding members: 15 Board members 15

Major Purposes (included in the approved bylaws):

- Importing wood, machinery and production equipment for manufacturing furniture
- Exchange of experiences among furniture producers
- Marketing furniture inside and outside Egypt
- Establishing model enterprises for furniture manufacturing
- Providing economic, social and health services
- Preparation of furniture exhibitions in and outside Egypt

II. Premises and Organizational Structure

- The society premises is housed within a rented apartment for the sole purpose of its managerial activities. The premises is within a building that is owned by one of its members and the area is adequate with a total of 250 sq. meters.
- The society has an effective organizational structure including:
    - Executive Director
    - Accountant

III. Brief on Training and Coaching

In general the society showed high level of commitment to attend and benefit from the training, as well as the coaching sessions. With regards to the training, participants' engagement was notably effective with detailed questions and active participation. Following is a list of the attendees:

Name	***Position***	***Coordinates***
Mossaad Kamel Mossaad Doweib	Executive Director	01271290800
Hend Mohamed Zakareya Soliman	Accountant	Hend.soliman55@yahoo.com 01099987631
Nahed Shaker El-Ezaby Abu Soliman	Public Relation Officer	Nanashaker622@gmail.com 01027800464
Mohamed Ahmed Abdel Shakour El-Saadany	Public Relation Officer	medoelsadany@yahoo.com 01019599841
Taher Mahmoud Taher Farrag	Public Relation Officer	taherfootsport@yahoo.com 01002365185

With regards to the coaching sessions, the consultant provided a detailed explanation regarding the documentary cycle and the financial books and records. These covered the current scope of the soxiety, as well as in case of engaging in providing loans to micro enterprises. The consultant delivered all required forms for cash management (collection and disbursements), as well as bank checks.

The consultant also assisted the society in recording all financial transactions including its associated explanation notes, as well as opening accounting books and registers (including general journal, general ledger, fixed assets register, inventory register, and register for the analysis of general and administrative expenses); which are required by the Egyptian supervisory authorities including the Ministry of Social Solidarity and Egyptian financial Supervisory Authority (EFSA). The consultant also delivered a simple excel-based accounting sheets that help in recording transactions and producing Income Statements and Balance Sheets.

IV. Relevant Recommendation

In general, the society has a potential to work in providing micro and small loans to furniture manufacturers in Damietta for the following reasons:

- All board members have a considerable amount of experience in furniture manufacturing and other managerial disciplines
- The executive director has extensive experience in management, enjoys the trust of the board members, as well as the required charisma and employees trust to handle any future project
- A considerable track record of members' services in training and marketing witnessed by participation in different exhibitions

With regards to the society's preparedness to provide micro loans to its clients, it needs the following:

- Completing the organizational structure needed for micro loans management
- Complete training modules in loan extension and collection; including client identification, recruitment, assessment, and loan processing
- Training in loan application processing, assessing loan paper requirements, developing cash flow for the clients and assessing loan size
- Client follow-up during the loan cycles
- Loan documents' issuance and approvals (including loan requests, applications, and loan contracts)
- After receiving the appropriate training, the foundation also needs to apply for a license from the Egyptian Financial Supervisory Authority (EFSA) for a class "C" MFI license
- Finally, the society has a minimal financial capacity with equity not exceeding 5000 L.E., as such there is a need to supplement its financial resources to comply with the minimum capital requirements needed to start a lending portfolio according to the SFD policies